



Our Lady of the Way Primary School
17 Troy Street, Emu Plains NSW 2750
Phone: (02) 4777 7200
Email: OLOW@parra.catholic.edu.au
Web: <http://www.ollowemplains.catholic.edu.au>



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Important notice for all parents.

DO YOU NEED TO DO CHILD PROTECTION TRAINING?

IS YOUR CHILD PROTECTION UP-TO-DATE?

Dear Parents, Carers and Grandparents,

It is a Diocesan requirement that adults who wish to volunteer at school must complete the CEO Online Child Protection Modules.

All volunteers at OLOW need to fill in an online Volunteers Form and complete online Child Protection Training. There is no cost involved and this takes approximately 15 minutes to complete.

If you wish to be considered as a helper for excursions, in the classroom, at sporting events, P & F events or other school events you **MUST** complete both online modules.

Therefore, we are asking ALL volunteers to take the time and complete these modules by the 15th May, 2017 so we can have a complete data base.

Many people have only completed one of the modules and this makes them ineligible to volunteer.

To complete the online form and module, please go to:

The training is available online at:

<http://childprotection.parra.catholic.edu.au>

This training **MUST** be completed every two years. The office can check for you if you are unsure if you are up-to-date, just send an email to olow@parra.catholic.edu.au and we can check for you.

BUILDING CHILD SAFE COMMUNITIES

OVERVIEW EMPLOYMENT VOLUNTEERS CONTRACTORS

Volunteers

Thank you for your interest in volunteering. The opportunities provided to students are greatly enhanced by the contribution of volunteers.

Step 1: Complete 'Building Child Safe Communities - Undertaking for Volunteers' Form

You will need to complete a Volunteers Form for **each location** that you volunteer. A notification of your successful completion of the form will be sent via e-mail to the volunteering location and also to your email address.

[VOLUNTEER FORM](#) [PRIVACY STATEMENT](#)

Step 2: Complete the online training module

It is a system requirement that the online training module be completed by all volunteers commencing at any of our locations and the training needs to be completed every second year.

- Open the module by clicking the **Start** link below.
- Read through the presentation.
- Complete and submit quiz questions (this will take approximately 10 minutes).

[TRAINING MODULE](#) [PRIVACY STATEMENT](#)

SEARCH

All Sources

CONTACT US
For child protection matters contact:
John Honan
p 9407 7006

For Risk of Significant Harm issues contact:
Cate Munro
p 9407 7008

For Working With Children Background Checks contact:
Kasia Mulukin
p 9840 5674

Confidential fax
f 9840 5681

Send us an email

Please click on 'Volunteer Form' and fill that in. Once completed, you will need to return to the above page and this time click on the 'Training Module' button. That will take you to a video presentation regarding child protection and there will be a short quiz at the end.

You will receive a confirmation email once the form has been completed, and another email once the training module and quiz have been finished. Your details are maintained confidentially in a central database and a copy of your confirmations are emailed to OLOW.

If you are unsure whether your training is up to date, please contact the office and the office staff will be able to help you.

Please note: When you come to school to help out in any area of the school, or if you are attending an excursion, you are required to sign in and out at the office. This is a mandatory requirement for all schools.

To ensure the safety and welfare of all children at Our Lady of the Way, a record of volunteers who have complied with this requirement is kept at the office. Before any parent helpers are selected for helping with any aspect, it is standard practice to check that both of these requirements have been met.

Grandparents/extended family members who would like to help in any way are also very welcome to comply with these requirements and be added to our list.

Thank you for your generous support, and willingness to get involved and thank you for working together to ensure our children are kept safe at all times.

Yours sincerely

Sue Veling
Principal